



## Enrichment Program

### MISSION STATEMENT:

WE CREATE MEMORABLE CHILDHOOD EXPERIENCES EVERYDAY...  
BY PROVIDING OPPORTUNITIES TO PARTICIPATE IN ENRICHMENT LEARNING AND  
AGE-APPROPRIATE ACTIVITIES IN A SAFE, NURTURING ENVIRONMENT.

Kid Zone Enrichment Program  
City of Tempe  
Social Services Department  
3500 S. Rural Rd., 2nd Floor  
Tempe, AZ 85282

Social Services Office Hours:  
Monday—Friday 8:00am—5:00pm  
Phone Number: 480-350-5400  
Fax Number: 480-858-7688  
Tax ID #: 86-6000262

Website: [www.tempe.gov/kidzone](http://www.tempe.gov/kidzone)  
Email: [kidzone@tempe.gov](mailto:kidzone@tempe.gov)



Enrichment Program

# Parent Handbook

Kyrene District



[tempe.gov/kidzone](http://tempe.gov/kidzone)

**School Year 2013-2014**

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10 Reasons Why Your Child Should Enroll @ Kid Zone

- 1. We are affordable** - Our program is not only high quality, but also affordable. We offer financial assistance through the Department of Economic Security (DES). Kid Zone scholarships are also available if your child qualifies for the free/reduced lunch program at school.

**2. Your child will be safe** - Our staff are required to undergo background checks through local, state and federal authorities. To further ensure your child’s safety, our staff is certified in both CPR and First Aid. Our Kid Zone staff members meet or exceed established educational and experience requirements for the position held. Many hold degrees in early childhood or elementary education. We perform formal training each year and are supported by administration and resources.

**3. Low child to staff ratios** - To ensure the continued quality of Kid Zone, our staff to child ratio is approximately 1 staff member to every 13 children. The Arizona Department of Health Services (DHS) sets the standard of 1 staff member for every 20 children.

**4. Find us on your school campus** - Convenient locations eliminate transportation for most participants.

**5. Free enrichment and specialty programs** - The Start Something Leadership Program promotes leadership and community service. Our Kid Zone Nutrition Program encourages healthy food choices and physical activity. Specialty instructors teach classes at no additional fee and may include chess, cooking, nutrition, tennis, fine arts, languages, sports, dance, yoga, or science.

**6. We have age appropriate activities** - Children from Kindergarten through 5th grade participate in Kid Zone. The Older Kid’s Club meets as a separate group and is available for children between 4th-5th grade, and if available at your school 6th-8th grades.
- 7. We offer a variety of activities** - Participants are able to develop their cognitive, social, and physical skills through well balanced activities. We offer variety of structured enrichment activities on a daily basis.

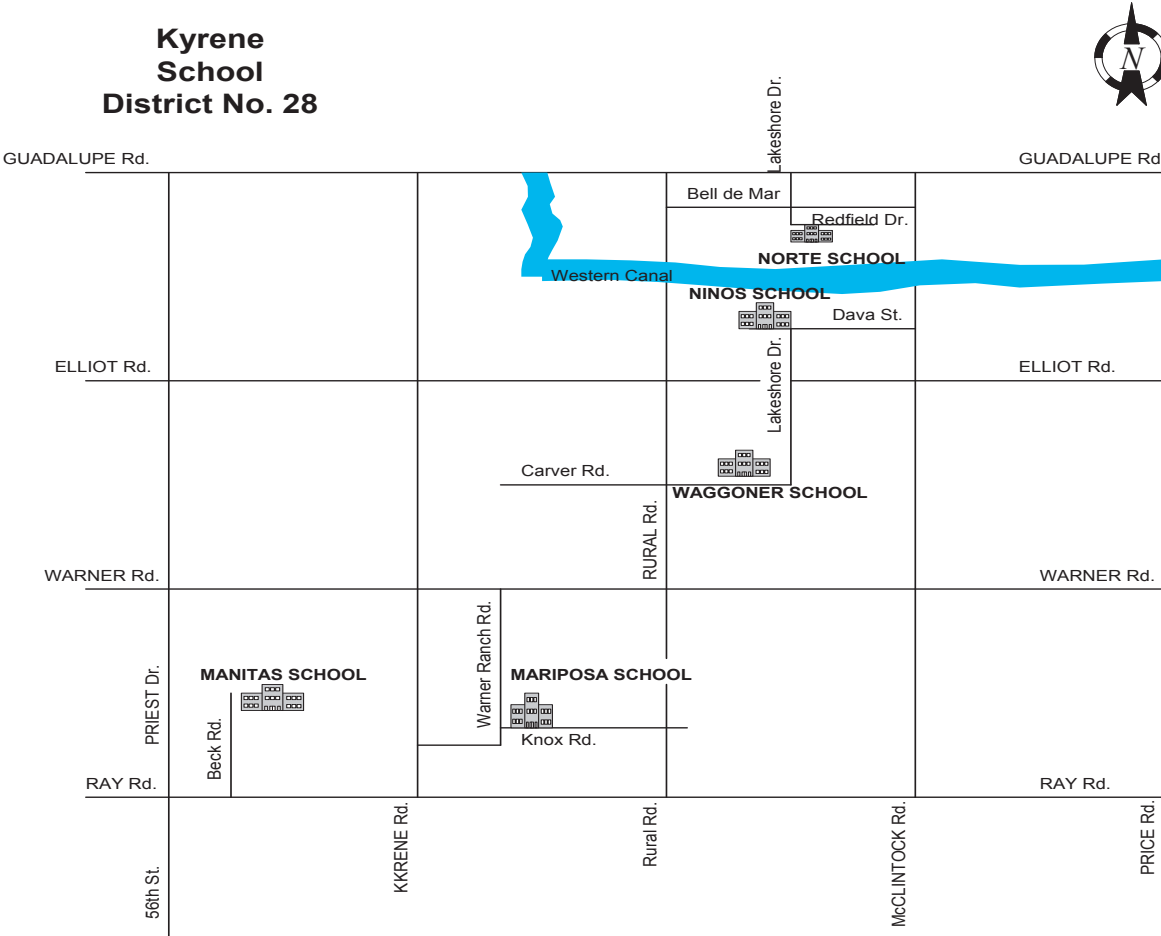
**8. We are aligned with the school district’s curriculum** - We are proud to enhance the mission and learning goals of the Kyrene and Tempe Elementary School Districts. We implement the emergency, safety, and operating procedures of the school, as well as the policies and procedures set forth by the school. We are also engaged in an annual program evaluation with the input from the school's administration.

**9. We are certified** - We are safe, licensed and accredited. We are certified by the Department of Economic Security (DES), licensed by the Department of Health Services (DHS), and have nationally accredited sites through the National Accreditation Association: Ninos Kid Zone (2006), Broadmor Kid Zone (2007), Rover Kid Zone (2008), Manitas Kid Zone (2009), and Waggoner Kid Zone (2009). More of our sites are actively seeking accreditation.

**10. We operate year round** – We operate all days that school is in session, plus we offer Fall Break, Winter Break, and Spring Break Camps throughout the year and also provide a Summer Program.



Kyrene Elementary School District Map

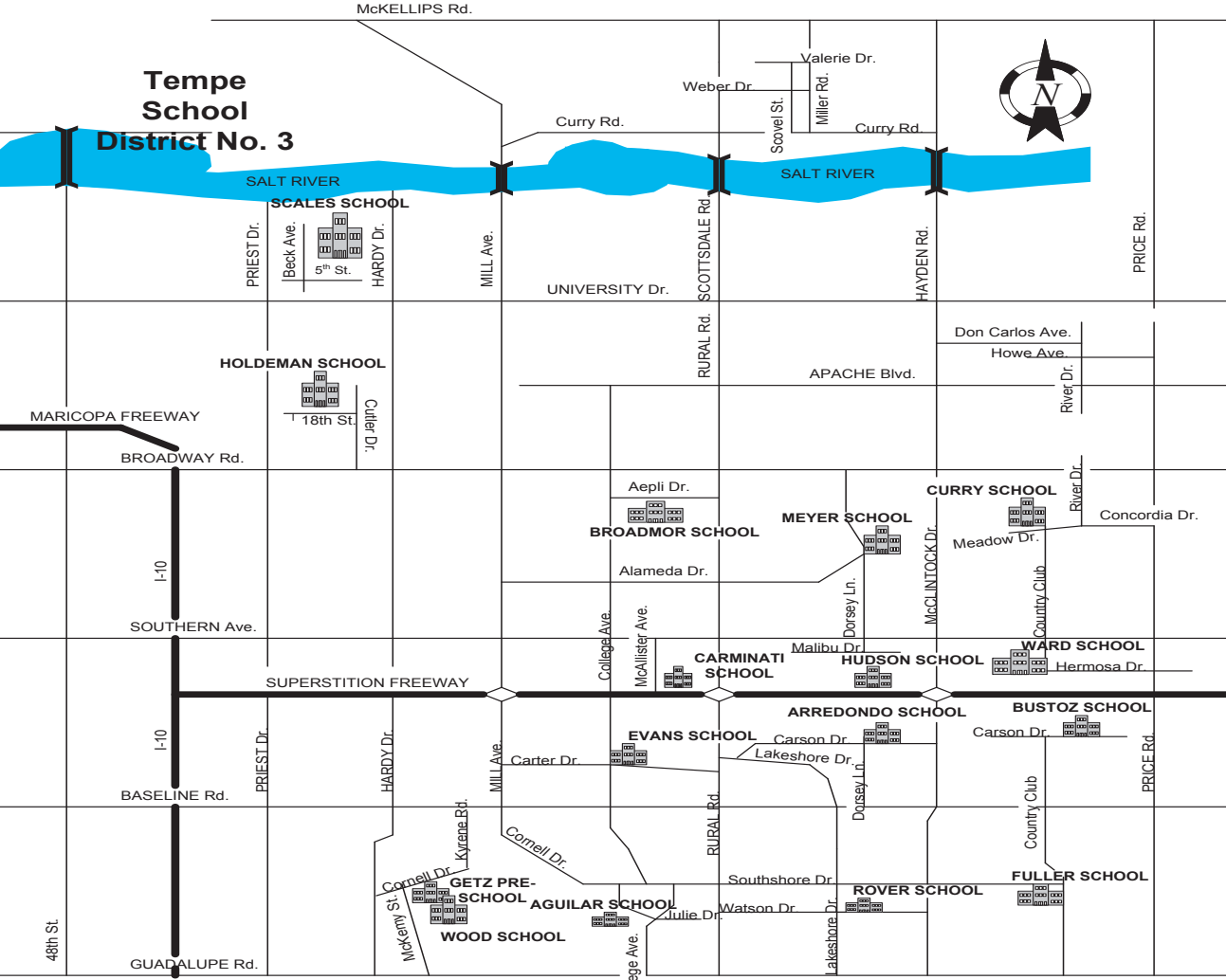


Kyrene de las Manitas	1201 W. Courtney Ln., Tempe, AZ 85284 (480) 541-3631
Kyrene de la Mariposa	50 E. Knox Rd., Tempe, AZ 85284 (480) 541-3830
Kyrene de los Ninos	1330 E. Dava Dr., Tempe, AZ 85283 (480) 541-4631
Kyrene del Norte	1331 E. Redfield Rd., Tempe, AZ 85283 (480) 541-4830
Waggoner	1050 E. Carver Rd., Tempe, AZ 85284 (480) 541-5631

Hours & Locations	<b>Before School</b> 6:30am – School Start TD#3 6:15am—School Start Kyrene	Aguilar Arredondo Broadmor NAA accredited, ** Carminati Curry – accepts K-8 ** Fuller	Holdeman Hudson Manitas NAA accredited ** Mariposa Ninos NAA accredited Norte	<b>Rover</b> NAA accredited, accepts K-8 <b>Scales</b> Waggoner NAA accredited, accepts K-8 Ward – accepts K-8 Wood
	<b>After School</b> School Dismissal – 6:00pm ** = open til 6:30pm			



# Tempe Elementary School District # 3 Map



<b>Aguilar</b>	<b>5800 S. Forest Ave., Tempe, AZ 85283</b> <b>(480) 897-2544 (x4308)</b>	<b>Hudson</b>	<b>1325 E. Malibu Dr., Tempe, AZ 85282</b> <b>(480) 897-6608 (X6148)</b>
<b>Arredondo</b>	<b>1330 E. Carson Dr., Tempe, AZ 85282</b> <b>(480) 897-2744 (x4445)</b>	<b>Rover</b>	<b>1300 E. Watson Dr., Tempe, AZ 85283</b> <b>(480) 897-7122 (x6829)(x6864)</b>
<b>Broadmor</b>	<b>311 E. Aepli Dr., Tempe, AZ 85282</b> <b>(480) 967-6599 (x4546)</b>	<b>Scales</b>	<b>1115 W. Fifth St., Tempe, AZ 85281</b> <b>(480) 929-9909 (x6993)</b>
<b>Carminati</b>	<b>4001 S. McAllister Ave., Tempe, AZ 85282</b> <b>(480) 784-4484 (x4732)</b>	<b>Ward</b>	<b>1965 E. Hermosa Dr., Tempe, AZ 85282</b> <b>(480) 491-8871 (x5390)</b>
<b>Curry</b>	<b>1974 E. Meadow Dr., Tempe, AZ 85282</b> <b>(480) 967-8336 (x5021)</b>	<b>Wood</b>	<b>727 W. Cornell Dr., Tempe, AZ 85283</b> <b>(480) 838-0711 (x7592)</b>
<b>Fuller</b>	<b>1975 E. Cornell Dr., Tempe, AZ 85283</b> <b>(480) 897-6228 (x5682)</b>	<b>Getz Preschool</b>	<b>625 W. Cornell Dr., Tempe, AZ 85283</b> <b>(480) 897-7906 (x5783)(x5785)</b>
<b>Holdeman</b>	<b>1326 W. 18<sup>th</sup> St., Tempe, AZ 85281</b> <b>(480) 966-9934 (x6012)</b>		

# Policies and Procedures

## DHS LICENSING

Kid Zone is licensed and inspected by the Arizona Department of Health Services (DHS). Facility inspection reports are available for public viewing at the *Arizona Department of Health Services, 150 North 18th Avenue, Suite 400, Phoenix, Arizona 85007. Their phone number is (602) 364-2539.* DHS Facility Inspection reports are also available at the site.

## STAFF QUALIFICATIONS

Kid Zone staff members:

- Meet or exceed established educational & experience requirements for the position held, many hold degrees in early childhood or elementary education & other related fields.
- Participate in formal trainings each year.
- Undergo background checks through local, state, and federal authorities.
- Certified in CPR and 1st Aid.
- Are supported with training, resources, and administration.

## STAFF/CHILD RATIO

To ensure the continued quality of Kid Zone, our staff to child ratio is approximately 1 staff member to 13 children. This exceeds the standards of 1 to 20 set forth by the Arizona Department of Health Services.

## SCHOOL AGE REQUIREMENTS

Children must be 5 years old by August 31st, 2013 and be accepted into Kindergarten by the School District to participate in the Kid Zone Enrichment Program for the 2013-2014 school year.

## PESTICIDES

The Kid Zone Program will provide written pesticide information, upon parent's request, at least 48 hours before a pesticide application occurs on premises.

## How Do I Contact Kid Zone?

Call us  
Questions? Comments? Call our office. 480-350-5400  
Check Out Our Website  
[www.tempe.gov/kidzone](http://www.tempe.gov/kidzone) email: [kidzone@tempe.gov](mailto:kidzone@tempe.gov)  
Visit Our Office  
We welcome you to come visit the Kid Zone Office. We are located in the Tempe Public Library in the Social Services Office on the 2<sup>nd</sup> Floor. Hours are Monday-Friday, 8:00am – 5:00pm.  
By Mail  
Kid Zone Enrichment Program  
Social Services Office  
3500 S. Rural Rd.  
Tempe, AZ 85282

## SNACKS

Snacks are provided as a part of each Kid Zone day. Each snack is composed of food from two food groups and meets the nutritional guidelines of DHS. Children are encouraged to eat a snack everyday and may have “seconds” upon request.

## IMMUNIZATIONS

A child's immunization records are required at the time of registration or anytime during the operation of the program if necessary. The immunization record provided by the parent shall contain all of the Information required by the Department of Health Services. It is the responsibility of the parent/guardian to keep immunization records current. If you wish for your child to be exempt from the immunization requirements, a DHS request for exemption to immunization form must be completed and turned in with your registration form.

## ACCIDENTS

In the case of serious accidents, Paramedics will be summoned for treatment. They will advise whether the child should be taken to the nearest hospital by ambulance. Site staff will notify a parent as quickly as possible. Treatment may be rendered only if we have written authorization on file (see registration form). Parent/guardian will be responsible for all costs incurred in such emergencies.

## INSURANCE

The City of Tempe or the Kyrene or Tempe Elementary School Districts do not provide medical or accident insurance. Kid Zone meets current state standards for liability insurance. Documentation of the liability insurance coverage is available for review on the facility premises.

## ILLNESS

Children who are ill (swollen glands, unexplained rashes, head or stomach aches, head lice), who have had a fever within the past 24 hours, or who did not attend school will not be accepted into Kid Zone on that day. Parents must inform the site staff when an absence is due to a potentially infectious illness so that DHS reporting regulations can be implemented.

If a child becomes ill during the program,

- Site staff will contact the parent/guardian or other authorized party.
- It is expected that the child will be picked up from the program immediately.
- An isolated area will be provided for the child to rest until a parent arrives.

# Policies and Procedures

## If Your Child is Going to Absent

**Call the Site**  
Call the Kid Zone site where your child attends and leave a message on the voicemail with the following information: your name, your child's name, the date, and reason for the absence. (see pgs 9-10 for numbers)

**Call the School Office**  
You can call the school office and leave a message to be placed in the Kid Zone mailbox before 2pm.

**Call the Business Office**  
You can call the Business Office to report an absence and they will call the site and let them know not to expect your child for that day. If you get a voicemail, please leave the following information: your name, your child's name, the date, and reason for the absence.

### ABSENCES

- Parents who fail to communicate their child's absence repeatedly will be asked to leave the program. More than two occurrences in a semester may result in dismissal of the child from the program.
- A **Finder's Fee** (see page 8) will also be charged to each account.

### EMERGENCIES

The Kid Zone Enrichment Program is familiar with and implements the emergency, safety, and operating procedures of the school and all of the policies/procedures set forth in the school's student handbook. Fire drills are conducted on a monthly basis so staff and children are familiar with evacuation procedures.

### OUTSIDE ACTIVITIES

- If your child is participating in a non-Kid Zone activity, such as soccer or scouting, the adult leader must come to Kid Zone and sign your child in/out.
- Parents must add these authorized individuals to their file **ahead of time** in order for their child to be released.
- If your child is attending a club that meets at their elementary school during your scheduled Kid Zone day, a club release form may need to be signed before the beginning of the class.
- There are no credits for children attending Outside Activities.

### MEDICATION

Please make arrangements for the school nurse to give your child any medication he/she may need before coming to the program during the school year. **In order for Kid Zone staff to administer medications:**

- A consent form for the administration of medication must be completed by the parent/guardian with a Kid Zone staff member at the site and kept on file.
- All medications must be brought in by the parent/guardian and given directly to the designated Kid Zone site staff to be kept in a secured place at the site.
- Prescription medication must be in the original container and pharmacy label, including the child's name, date, and name of medication, dosage, frequency and RX number.
- Non-prescription medication must also be in the original container and include directions of dosages, compound contents and proportions clearly marked.
- Medications will be returned to the parent when the medication is no longer being administered to the child.
- Kid Zone will dispose of medications after two weeks of the expiration date or after two weeks of a child's withdrawal from the program.
- Old medication containers may not be refilled with new medication.
- It is the parent's responsibility to supply the program with a new consent form and medication for school recess camps. These forms will not transfer to another site.

### PERSONAL PROPERTY

Kid Zone is not responsible for any personal items or clothing that are lost or damaged at the site. Parents are asked to monitor what children bring or wear to the program. Please label your child's belongings to ensure your child receives his/her items back.

## Failure to Report Absences

- Kid Zone Staff will verify absence with school, parents, and emergency contacts.
- If these efforts fail Tempe Police will be called to locate your child.
- A "Finder's Fee" may be charged if guardian fails to report an absence.

# Registration and Payment Information

## Holidays, Camps, & School Closures

Labor Day	Sept 2, 2013
Fall Recess	Oct 7 – 11, 2013
Kyrene Staff Development	Oct 14, 2013
Veterans Day	Nov 11, 2013
Thanksgiving	Nov 28 – 29, 2013
Winter Recess	Dec 23 – Jan 3, 2013/14
New Years Holiday	Jan 1, 2014
Martin Luther King Day	Jan 20, 2014
President's Day	Feb 17, 2014
Spring Recess	Mar 10 – 14, 2014
Spring Holiday	April 18, 2014

**Kid Zone will offer camps at selected sites during Fall, Winter and Spring recesses for current participants.** These camps are offered for a separate fee and are not included in your monthly payment. Watch for information at your site - space is limited, so please register early.

### SUMMARY OF FEES

In order to maintain an effective program, the following policies and fees will be implemented. Parents must adhere to the program policies and pay any of the following fees when assessed. These fees are non-refundable and non-transferable.

- **A \$50 Registration/Activity Fee** is due for all participants at the time of school year registration.
- **A \$20 late payment fee** will be assessed for payments received after the due date.
- **A \$25 NSF Fee** will be assessed for each returned check. After the second occurrence on an account, personal checks will not be accepted for payment. Returned checks must be paid within 30 days or you risk being withdrawn from the program and the account being turned over for collection. Returned check payments must be made in full with cash, money order, cashiers check or credit card.
- **A \$10 Finder's Fee** will be charged to each account when a parent fails to notify staff of a child's absence and Missing Child Procedures need to be completed. Each additional occurrence within a semester will result in a **\$20 Finder's Fee** charge.
- **A \$10 Schedule Change Fee** will be assessed after four changes during the school year and two changes during the summer program have been processed.

- **A \$10 Reinstatement Fee** will be assessed to each child previously withdrawn and requesting to re-enter the program.
- **Late pick up fees** will be assessed for any pick-up which occurs after 6:00 pm, or 6:30 pm @ Manitas. The site clock determines the late pick-up time.

**ALL PARTICIPANTS**  
**1 - 15 minutes late = \$10**  
**Each additional 15 minutes = \$10**

- A 25¢ per page copy fee will be charged for documents that are requested through a **Public Records Request which must be completed to obtain copies of any Kid Zone Enrichment Program documents.** Please allow 5 - 10 business days for document retrieval and processing.

*Parents are responsible to pay cancellation fees for checks or money orders that have been lost through the U.S. mail service.*

### DEPENDENT CHILD CARE STATEMENTS

A request for dependent child care reimbursement receipts must be given within 30 days of the services provided. An employer child care reimbursement form must be submitted to receive receipts. Please allow 3–5 business days for processing and verification. Duplicate statements will be charged a 25¢ copy fee per page.

### REFUNDS

Refunds or credits for illness will be issued only if the child is absent from school for five consecutive days, regardless of full-time or part-time attendance status. Parents must notify the office within the week the child was ill to receive credit. Parents will receive a refund or credit for days missed if notice of a planned absence (e.g., vacation, grandparent's in-town) is given **one full calendar week in advance.** Refunds for break camps require one full calendar week cancellation notice. Refund processing may take up to 30 days.

### TAX ID#

The City of Tempe Community Services Department is not responsible for maintaining individual tax records and information. Tax statements are not available. Kid Zone's address is 3500 S. Rural Rd., Tempe, AZ 85282. The Tax ID number is 86-6000262.



# Registration and Payment Information

## PAYMENT POLICIES

*Exceptions to any of the payment schedules, payment policies, refunds or additional fees need to be authorized by the Kid Zone Business Office.*

## LATE PAYMENT POLICY

If payment is not received by the close of business on the 5<sup>th</sup> calendar day, a \$20 late payment fee will be assessed.

- If the 5<sup>th</sup> occurs on the weekend or a holiday, the Social Services Office will be closed so payment will need to be made by check/money order in the RED Kid Zone Drop Box, prior to the 5th of the month.
- Your payment will be considered late if postmarked after the 5<sup>th</sup> of each month.
- Autopay accounts that are declined after the 5<sup>th</sup> of the month will be assessed a \$20 late payment fee. If an Autopay account has two credit card declines, it will be cancelled and a billing notice will be sent to the parent. A 30 day written notice is needed to cancel Autopay.

## ADMINISTRATIVE WITHDRAWAL FOR NON-PAYMENT

If payment is ten (10) days late, the child will be withdrawn from the program, unless payment arrangements have been made with the Kid Zone Business Office. Any accounts more than 10 days past due must be paid with cash, money order or credit card. Personal checks will not be accepted.

Any participant with an outstanding balance will not be allowed to participate in future Kid Zone Programs until the balance is paid in full or payment arrangements have been made with the Kid Zone Business Office. Monies paid are applied to the oldest outstanding balance. Financially responsible parties will be assessed any legal costs.

## **How Do I Make My Payment?**

Cash (in the office only),  
Check or Money Order payable to the City of Tempe  
Credit card

## **Mail In or Deliver In Person:**

Kid Zone Enrichment Program, Social Services Office  
3500 S. Rural Rd.  
Tempe, AZ 85282  
Office Hours Mon-Fri, 8-5

## **“Autopay”**

Your credit/debit card will automatically be charged every month on the due date. We accept Visa, MasterCard, and Discover Card.

## **Payment Drop Box**

Put your check or money order in the RED Kid Zone Drop Box located in the circle drive in front of the Tempe Public Library.

## **Pay Over the Phone**

Call the Kid Zone Office with credit/debit card info and we can charge your card. We accept Visa, MasterCard, and Discover Card.

## Financial Assistance

**DES** - Kid Zone is certified by the Department of Economic Security. Assistance may be available through the DES Child Care Division. Please call DES for further information (602) 771-6425.

***Kid Zone is not responsible for the approval and continuation of DES benefits. The client will be responsible for any payment not covered by DES, which includes any additional fees (see page 8).***

**Kid Zone Scholarships** - scholarships may be available for those in need of financial assistance. Scholarships will not exceed 50% of the customary fee. Please contact the Kid Zone (480) 350-5400 for application requirements. Requirements may include:

Proof of free or reduced lunch qualification or DES paperwork  
Proof of income  
Unemployment documentation  
Class Schedule

## WITHDRAWAL FROM PROGRAM

Kid Zone policy requires that any withdrawals, temporary absences or cancellations from the program be made **one full calendar week in advance**. Failure to comply will result in payment being due for the day(s) or week your child is absent from the program. **A \$10 Reinstatement Fee** will be assessed to each child previously withdrawn and requesting to re-enter the program.

## CHANGE OF PARTICIPANT SCHEDULE

- Changes in a participant's enrollment (changing schedules, adding/dropping days, switching days, adding/dropping morning program) require two days advance notice in order for the change to be completed.
- Schedule changes that add programming require that the additional fees be paid at the time of the change.
- Refunds/credits will not be issued for schedule changes unless **one full calendar week's** advance notice is given.

Each account will be limited to four changes during the school year and two changes during the summer program. Changes exceeding the number allowed per account will result in a \$10 administrative fee per change.

Schedule changes from full-time enrollment to part-time enrollment will be accommodated if part-time schedules are available at your site and proper notification is given.

# Policies and Procedures



## LATE PICK UPS

Please call your site if there is an emergency that will result in a late pick-up. In the event that the parent/guardian has not contacted the site or a parent or emergency contact cannot be reached, the police will be called to pick up your child. More than five late pick-up charges per semester will result in dismissal of the child from the program. Due to the extended closure of 6:30pm, more than three late pick ups per semester for Manitas will result in dismissal from the program.

## FIELD TRIPS

Kid Zone does not provide field trips during the school year on a regular basis. If an opportunity does arise for a child to participate in a field trip, the parent/guardian will be notified in advance and written permission will be required prior to a child's participation in the field trip. Contracted school busses will be used to transport participants to off-site field trips that are not within walking distance. An additional fee may be required for these field trips.

## SANITIZER

Sanitizer may be used during the Kid Zone hours. If a child is unable to use sanitizer, the parent/guardian must notify the staff.

## SELF SIGNERS

Children in 4<sup>th</sup> — 8<sup>th</sup> grade (completed 4<sup>th</sup> — 8<sup>th</sup> grade for summer program) may sign themselves in and/or out of the program once a day, with prior written authorization from the parent/guardian. The form can be obtained at your site and requires both parent and student signature. Children in grades K through 3<sup>rd</sup> may not be self signers.

The program is not responsible for monitoring times of arrival and departure for self-signing children. The child must leave the school grounds once they have signed themselves out of the program.

## BEHAVIOR GUIDELINES

- Children will follow the Kid Zone rules at each site.
- Children in Kid Zone will be approached in a positive manner and treated with respect. Children will learn self-discipline, respect for others and how to make good choices.
- Staff will work with parents and the school to establish consistency for each child. Emphasis is placed upon each student taking responsibility for his/her own behavior.
- Appropriate behaviors are recognized and rewarded; misbehaviors are redirected.
- Children not responsive to redirection will be reminded to correct their behavior through loss of privileges and rewards. Children are expected to participate in activities without disrupting or preventing other children's participation.
- Parents will be kept informed of problems as they arise and may be asked to follow through at home in special situations.

**If site staff determines that a child cannot benefit from Kid Zone or presents a danger to others, parents will be required to withdraw their child from the program. Other severe or continuous behavior problems will be handled through one or several of the following steps:**

1. Immediate pick-up by parent
2. Immediate suspension for 1-2 days
3. In-Program Suspension
4. Behavior Contract
5. Immediate termination from Kid Zone

Parents are asked to work as partners with Kid Zone staff and respect our professional training. Any parent who is disrespectful or who threatens or harasses staff in any way will be asked to remove their child from the program.

## **Students with disabilities...**

*Kid Zone fully complies with the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Students with disabilities who meet the essential eligibility requirements of Kid Zone will be permitted to participate in the Program. Reasonable modifications will be provided to afford a student with a disability meaningful access to the Program, unless demonstrated that the modification would be a fundamental alteration in the nature of the Program, or constitute an undue financial and administrative burden. Any student, including students with disabilities, may be removed from a Program if that student, even with reasonable modifications, is so disruptive to the Program that other students cannot participate in the Program or are in danger.*

# Policies and Procedures

## SIGN IN & OUT POLICY

### For the Safety of Your Child:

- Daily attendance is taken and recorded.
- DHS licensed programs require that a parent or authorized party sign a child in and out of the program each day by signing their full name along with the accurate date and time in blue or black ink. This policy applies to self-signers also.
- Individuals are required to show picture identification at any time to staff and/or until staff members can positively identify individuals authorized to pick up children.
- Always bring a picture I.D. to the site. Do not assume you will not need it.
- A child will not be released to an individual refusing to show picture identification.
- Only persons listed on the child's Emergency Information Card will be allowed to sign children out of the program. A sibling may sign out a program participant if he/she is listed on the registration form as an authorized signer.
- The child must leave the program once they have been signed out.
- Only the parent and/or authorized signers over the age of 18 may sign children in and out of the program if receiving DES. These children cannot be self-signers.
- Kid Zone site staff are not eligible to be authorized signers for participants.
- If an extreme emergency exists, the parent/guardian may call the Kid Zone administrative offices to authorize the emergency telephone release of their child to a designated person.

Both parents have the right to pick up a child and make changes to the child's account. If one parent has sole legal custody of a child, Kid Zone must have a legal document on file stating such. In sole custody cases, the parent who registered the child for the program must authorize all changes in enrollment information.

## COMMUNICATON

Please check the Parent Table or Parent Board at your child's site for newsletters and other updated site information that pertains to the program.

## FAMILY, PARENT, & COMMUNITY INVOLVEMENT

*We strive to build positive relationships with all of our families and we welcome parent participation. Partnering with our families ensures quality services are being provided to you and your child. Many opportunities exist for involvement and may include:*

- Helping us learn about your child's special talents and strengths.
- Informing us about important changes and when your child might need extra help or support.
- Letting us know about your family and cultural traditions.
- Providing input on the program.
- Asking about our program policies and procedures.
- Participating in ASQ teams at your site.
- Attending Parent Orientations at the beginning of each school year or as requested by parents and/or staff.
- Attending special events.
- Volunteering at your child's site.
- Visiting whenever you can.

## SUPPORTING the SCHOOL DISTRICTS

We are proud that we enhance the mission and learning goals of the Kyrene School District. Kid Zone Enrichment Program is:

- Licensed by and is in good standing with the Arizona Department of Health Services Childcare Licensure.
- Certified by the Department of Economic Security.
- Familiar with and implements the emergency, safety, and operating procedures of the school and all of the policies/procedures set forth in the school's student handbook.
- Engages in annual program evaluation with input from the school's administration.
- Enforces staff and student behavior expectations that are consistent with the school.
- Offers activities that aim to enhance the academic performance of its participants.
- Provides students with the opportunity to work on homework assignments or other academic activities each day, all afternoon.

### 2013-2014 Payment Schedule

Month	Due Date	Late Fee Added (Close of business)
August	8/1/2013	8/5/2013
September	9/1/2013	9/5/2013
October	10/1/2013	10/5/2013
November	11/1/2013	11/5/2013
December	12/1/2013	12/5/2013
January	1/1/2014	1/5/2014
February	2/1/2014	2/5/2014
March	3/1/2014	3/5/2014
April	4/1/2014	4/5/2014
May	5/1/2014	5/5/2014

# Registration and Payment Information

## KID ZONE REGISTRATION

- At the Social Services Office, located on the 2<sup>nd</sup> floor of the Tempe Public Library, 3500 S. Rural Rd, Tempe, AZ 85282.
  - Office Hours: Monday–Friday, 8am–5pm
- REQUIRED DOCUMENTS:**
1. Completed Kid Zone Registration Form for each child.
  2. Completed Department of Health Services Emergency Form (blue card) for each child.
  3. Immunization records for each child.
  4. State issued Drivers License or Identification Card
  5. Pay the activity/registration fee.
  6. Pay the monthly fee if applicable.
  7. Pay any outstanding balance due on the family account.

As a reminder, it is the responsibility of the parents to keep enrollment records current. This includes home phone number, address, place of employment, business phone, emergency phone numbers, immunizations, child's scheduled attendance in Kid Zone, as well as any changes in persons authorized to sign your child out of the program site. This is important for the safety and security of your child.

*Please notify Kid Zone if your child requires any accommodations or special assistance to participate in Kid Zone. Kid Zone does not discriminate as to race, creed or national origin and complies with in Rec. 504 of the Americans with Disabilities Act of 1990.*

## WHEN CAN MY CHILD START?

**At a minimum**, please allow two full business days for registration processing. Example: registrations received on Monday would start on Wednesday. Registrations received after 4:30 pm will be considered part of the next business day's transactions. **DES authorization must be received prior to a child's start date.** Exceptions:

- In order to begin Kid Zone on the first day of school, August 5, 2013, registration would need to be received on or before Wednesday, July 31st, 2013.

**Reminder: Enrollment is available on a first-come, first-served basis. Returning or continuing participants must fill out new registration materials each school year.**

The limit for student enrollment is determined by two factors, availability of rooms at each school site, and DHS capacity limit guidelines. Any family that Kid Zone is unable to place will be placed on a wait list and notified when space is available.

## SCHOOL YEAR FEE SCHEDULE \*

**After School Rates: School dismissal - 6 pm\***  
**\*Manitas open until 6:30pm.**

<b>5 Days/Week</b>	\$223/month per child \$205/month per addt'l child
<b>3 Days/Week</b>	\$181/month per child
<b>1 Day/Week</b>	\$101/month per child

**5 Days (1 hour/day) \$101/month per child \*\*\***  
**(must be picked up by 4pm)**  
\*\*\*Limited number of spaces available.

Children must be picked up by **4:00pm** each day. If a child is picked up after **4:00pm** on any day, the Guardian will be charged a **\$10 Extended Day Fee**. More than 3 Extended Day Fee charges will result in your child's schedule being switched to the **Full Time 5 Day Schedule**.

## Special Program at Manitas only:

**Early Release Wed 2 Hour Program:**  
\$72/month per child  
**(Wed's only must be picked up by 3:30)**

Children must be picked up by **3:30pm** each day. If a child is picked up after **3:30pm** on any day, the guardian will be charged a **\$10 Extended Day Fee**. More than 3 Extended Day Fee charges will result in your child's schedule being switched to the **Full Time 1 Day Schedule**.

For safety, scheduled days must remain the same from week to week. A limited number of part-time schedules (less than 5 days per week) are available at each site.

**Morning Program Rates: Open at 6:15 am\*\***  
**\*\*Manitas opens at 6:30am due to bell times.**

\$88/month per child  
\$79/month per additional child

A minimum enrollment of 15 is required to maintain a program at a school. Parents will be notified if enrollments are not adequate to have a morning or afternoon program at a site.

**First Day of School/Kid Zone - Mon., August 5, 2013**  
**Last Day of School/Kid Zone - Wed., May 21, 2014**